



Section 1



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1 GENERAL PREFACE

1.1 About the Town

The Town of Tillsonburg is a prosperous community in Oxford County, Ontario, with a population of approximately 20,000. The Town is responsible for stormwater management, storm sewers, road networks, sidewalks, drainage ditches, bridges, and culverts. Oxford County owns and is responsible for the sanitary and water infrastructure design requirements. The Town is the official Operating Authority of the County owned linear water and sanitary infrastructure within the Town Limits.

1.2 Purpose of the Document

The Development Guidelines and Design Criteria are intended to provide the Town, consulting engineers, contractors, developers and the general public with a common reference to ensure the consistent application of design and construction practices of municipal infrastructure within the Town.

The manual is intended to aid in the planning, design activities of linear infrastructure for new site developments, subdivision developments and the retrofit of existing infrastructure.

The use of this manual does not absolve the Proponent's Consultant from their professional obligations in applying sound engineering principles and industry best practices for a solution that is practical, economical, efficient, safe and sustainable to operate and maintain by the Town.

This manual does not supersede, nor replace any legislation governing the design and construction of linear municipal infrastructure. The Proponent's Consultant shall be fully familiar with legislative requirements as they relate to the subject infrastructure.

This manual will be reviewed and updated periodically to stay current with construction standards, industry best practices and to remain in compliance with regulatory requirements. It is the responsibility of all users to ensure they are referencing the most recent version of this manual.

The information provided is not intended to hinder innovation, rather is rooted on meeting performance requirements over the lifecycle of the infrastructure. The Proponent is encouraged to provide innovative solutions, where applicable.

1.3 Definitions and Abbreviations

The following contains definitions for terms used throughout the manual.

TERM	DEFINITION
AODA	Accessibility for Ontarians with Disabilities Act.
Applicant	Persons submitted to the Town on behalf of a proposed development.
ASTM	American Society for Testing and Materials.
AWWA	American Water Works Association.
ANSI	American National Standards Institute.
Backfill	All materials placed at 300 mm or above the watermain or sewer.
Bedding, Embedment and Cover	All materials placed between the trench bottom and 300 mm above the watermain or sewer.
B.C.	Beginning of Curves
Binder Course	A Hot Mix Asphalt (HMA) course between a surface course and either a granular base course or stabilized base course, an existing pavement, or another HMA binder course.
Boulevard	Portion of the road allowance between the adjacent property line and the edge of the travelled portion of the highway or the edge of the shoulder, where such exists, furthest from the travelled portion of the highway.
CPO	Oxford County Community Planning Office
Consulting Engineer	The Professional Engineer responsible for the planning and design of the municipal infrastructure, performing those duties with the standard of care prescribed by the Professional Engineers Ontario (PEO).
Contractor	Any person, persons or corporation undertaking the installation of municipal infrastructure and services in the Town.
CSA	CSA Group (Formerly Canadian Standards Association)

TERM	DEFINITION
Developer	A person, persons or corporation who has applied to subdivide and/or develop and/or service an existing parcel of land, whether as the owner or an agent for the owner of the land.
E.C.	End of Curves
Engineer of Record	The Professional Engineer who completed the original subdivision design and overall grading plan, performing those duties with the standard of care prescribed by the Professional Engineers Ontario (PEO).
Easement	A right of use over the property of another. Common examples of easements include the right of a Municipal corporation to run a sewer line across a strip of an owner's land. Easement requirements for infrastructure will be determined on an individual project basis.
ESA	Electrical Safety Authority
FSR	Functional Servicing Report - A FSR describes the layout of the development and required infrastructure including detailed engineering to demonstrate the feasibility of the services requiring approval from the Town and County. The FSR ensures that the proposed development can be serviced for its intended use, and that all on-site and off-site servicing requirements are identified.
HSU	A heavy single unit vehicle is a vehicle with a gross weight or registered weight of over 5,000 kg. Examples of heavy single unit vehicles are single unit trucks, tractors, fire trucks, and buses.
Hot Mix Asphalt	Hot mixed, hot laid asphaltic concrete. The terms are used interchangeable. HMA may include recycled or specialty mixes.
I/I	Inflow and Infiltration
Inflow	Water from rainfall or snow melt that enters the wastewater collection system via direct routes such roof downspouts, cross-connections with storm drains, foundation drains and maintenance hole covers.
Infiltration	Groundwater that enters through holes and cracks in maintenance holes, laterals and sewer pipes
IDF Curve	Intensity-Duration-Frequency Curve

TERM	DEFINITION
LPAT	Local Planning Appeal Tribunal
LPRCA	Long Point Region Conservation Authority
Maintenance Hole	Commonly called a manhole, it is an opening protected by a cast iron cover to access an underground sanitary sewer or storm sewer.
MOE	Ministry of the Environment, Conservation and Parks (Previously Ministry of the Environment/Ministry of the Environment and Climate Change) for the purposes of this document
OBC	Ontario Building Code
OLS	Ontario Land Surveyor
OPSD	Ontario Provincial Standard Drawings
OPSS	Ontario Provincial Standards and Specifications
PDC	Private Drain Connection
Plant	Infrastructure own and operated for electricity, gas, and telecommunications
Population Equivalent	Population per unit for determining sanitary sewer flows and water demands based on land use
Photometric Plan	Plan that measures light, in terms of its perceived brightness to the human eye, for streetlight placement.
Proponent	User of this manual, i.e., consulting engineer, contractor, developer, etc.
PVC	Polyvinyl Chloride
PVCO	Polyvinyl Chloride Biaxially-Oriented
Restraint (Joint)	Mechanical assembly unit that holds together a pipe at the connection point and utilizes the pipe itself to counter the thrust force from the pressurized water.

TERM	DEFINITION
Road Allowance	An allowance for a public road laid out by a land surveyor, including a road allowance shown on an original municipal survey and a road allowance included on a plan of subdivision.
R.O.W.	Right-of-way includes all areas of Tillsonburg that are the property of the Town.
Special Provision	Forms part of the Contract Document and shall be used for the supply and installation of works
Top Course	Hot Mixed Asphalt wearing course of any flexible or composite pavement
TAC	Transportation Association of Canada
WHMIS	Workplace Hazardous Materials Information System

1.4 Other Reference Documents

The Proponent shall design and construct the linear infrastructure in accordance with the latest version of this manual, industry standards, best practices, and related documents including but not limited to:

- Ontario Provincial Standard Specifications and Drawings
- Applicable Town of Tillsonburg By-laws
- Oxford County Design Guidelines
- Oxford County Official Plan
- Applicable Oxford County By-laws
- Accessibility for Ontarians with Disabilities Act (AODA)

Other reference documents related to various linear infrastructure components are identified in each section of the manual.

1.5 Permits and Approvals

The Proponent shall follow the requirements and seek approvals of other applicable authorities, agencies and Ministries including but not limited to the following:

- County of Oxford
- Long Point Region Conservation Authority
- Electrical Safety Authority
- Ministry of Environment, Conservation and Parks
- Ministry of Tourism, Culture and Sport
- Ministry of Natural Resources and Forestry
- Ministry of Transportation
- Fisheries and Oceans Canada

All required permits and approvals shall be in place prior to finalizing any development agreement.